

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice AS-2285**

**For:** State and County Offices

**FSA Postage Due Process**

**Approved by:** Deputy Administrator for Management



**1 FSA Mail Management Program – Postage Due Process**

**A Background**

Annually FSA has many pieces of undeliverable mail returned with a postage due fee. The United States Postal Service (USPS) will not release the mail to FSA unless the postage due fee is paid. Previously there was no process in place for the agency to pay the postage due fee and several state and county employees were paying it out of their pocket. Management Services Division (MSD) has worked with the General Services Administration (GSA) and the USPS to acquire a method.

Under this new method of payment, state and county offices will need to set up postage due accounts with their local post office. The postage due accounts that are set up with the local post office will link to MSD's centralized account processing system, which will pay, track, and monitor the postage due fees.

**B Purpose**

This notice provides the procedures for FSA's state and county offices to set up postage due accounts at their local post office.

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**1 FSA Mail Management Program – Postage Due Process (Continued)**

**C Establishing a Postage Due Account**

Individual postage due accounts must be set-up for each state and county office. State and county offices must provide the application letter for the postage due account (Exhibit 1) to their local post office. Information collected on the application will be provided to MSD's, Information Management Branch (IMB) by accessing the MSD/IMB SharePoint site according to subparagraph D.

**D Accessing MSD/IMB SharePoint Site**

Permissions have to be granted to users to access the MSD/IMB SharePoint site to provide information. All administrative officers (AO's) have been granted permission to access the MSD/IMB SharePoint site. They will receive an invitation e-mail to set up access to the site to provide information for their local post office.

AO's will send the name and e-mail address for the mail point of contact (POC) in each of their county offices to the MSD Mailroom Inbox: **MSDMailroom@wdc.usda.gov** no later than June 17, 2015. The county office POC's will be granted permission to access the MSD/IMB SharePoint site and will receive an invitation e-mail no later than June 24, 2015, to set up access to the site.

To input the data from the application letter for the postage due account, users can access the SharePoint site at

**<https://sharepoint.fsa.usda.net/mgr/msd/IMB/SitePages/Mail%20Management%20User%20Page.aspx>**.

Once the data has been input into the system, click preview in the bottom left corner. Once the information is reviewed and determined to be accurate click on submit. The user will receive a notification that the data has been successfully uploaded. The information must be submitted using the SharePoint site no later than July 1, 2015.

See Exhibit 2 for an example of the SharePoint site.

**1 FSA Mail Management Program – Postage Due Process (Continued)**

**E Contacts**

For questions regarding the mail management services, contact either of the following:

- Sam Johnson by:
  - e-mail at [samuell.johnson@wdc.usda.gov](mailto:samuell.johnson@wdc.usda.gov), or
  - telephone at 202-720-4777
- Alita Jordan by:
  - e-mail at [alita.jordan@wdc.usda.gov](mailto:alita.jordan@wdc.usda.gov), or
  - telephone 202-401-5517.

For questions regarding this notice contact either of the following:

- Kim Deal by:
  - e-mail at [kim.deal@wdc.usda.gov](mailto:kim.deal@wdc.usda.gov), or
  - telephone at 202-720-2341
- Angela Coln by:
  - e-mail at [angela.coln@wdc.usda.gov](mailto:angela.coln@wdc.usda.gov), or
  - telephone at 202-690-3798.

## Application Letter for the Postage Due Account

(Use Agency Letterhead format with local return address.)

Date:

Postmaster:

ATTN: Postage Due:

This letter is to request a postage due account to be opened in the name of the United States Department of Agriculture (USDA) Farm Service Agency (FSA) [insert name of local office] state or county office at your post office. Your post office may receive mail that requires additional postage due for the FSA office located at [insert local office address].

If this post office is not a "Postal One Facility", provide the finance number \_\_\_\_\_.

The point of contact at this post office will be:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The following is to be completed by the post office:

- Postage Due Account Number: \_\_\_\_\_
- Finance Number for Postage Due Account: \_\_\_\_\_
- Location (City, State, ZIP) where Postage Due Account held:

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (ZIP+4)

- Is this postal facility a "Postal One Facility"? ☐ YES ☐ NO

If you checked "Yes" enter finance number: \_\_\_\_\_

Print Name	Signature	Title	Date Signed (MM-DD-YYYY)

Example of MSD/IMB SharePoint Page

The following is an example of the SharePoint site.



# Mail Management

## Postage Due

Part A - Local Postal Office Information

Post Office	<input type="text"/>	*	Street Address	<input type="text"/>	*
Phone Number	<input type="text"/>	*	City	<input type="text"/>	*
Post Office Contact Name	<input type="text"/>	*	State	Alabama	<input type="button" value="v"/>
Finance Number	<input type="text"/>	*	Zip Code (plus 4)	<input type="text"/>	*
Postal One Facility: <input checked="" type="radio"/> Yes <input type="radio"/> No					

Part B - State and County Information

FSA State Office & County Name	<input type="text"/>	*	Street Address	<input type="text"/>	*
Phone Number	<input type="text"/>	*	City	<input type="text"/>	*
Postage Due Account Number	<input type="text"/>	*	State	<input type="text"/>	*
FSA Contact Name and Title for this location	<input type="text"/>	*	Zip Code (plus 4)	<input type="text"/>	*

Preview